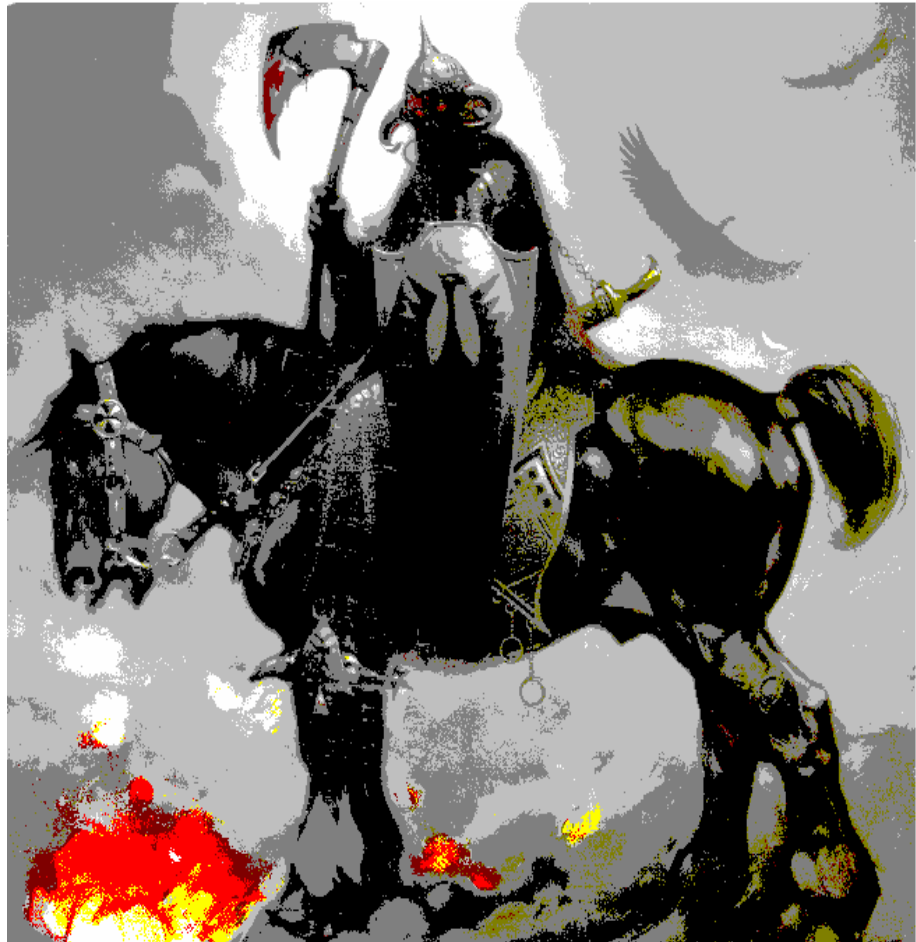


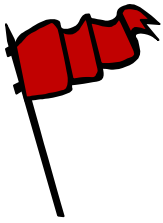
**FORT HOOD'S GUIDE TO PROCESSING AWOL, DFR
AND
RETURNED TO MILITARY CONTROL SOLDIERS...**



**Step-by-Step Guide
Prepared by the III Corps AG
Field Operations Division
287-7525/288-5252
May 2002**

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What do you do if you have a soldier who goes AWOL? Do you know what to do after this soldier is AWOL for 30 consecutive days? What about if this soldier returns after being dropped from the rolls (DFR)...would you know how to process this soldier back into the active duty rolls? If you don't know, then you are not alone. This guide is designed to assist you in just these circumstances, whether you are a company commander, a battalion S1, the platoon sergeant or any other position you happen to be filling. It details what must happen, paperwork wise as well as organizational wise, at certain points over a 31-day period. We guarantee it will become a valuable member of your reference library.



Did you know that AWOL and DFR soldiers that are not correctly reported in SIDPERS and to Finance (DFAS) results in the following:

1. They continue to receive pay, which increases the Army's out-of-service debt.
2. They remain active in the Army strength – which has negative effects on all Army personnel programs.
3. They remain part of the unit's strength, thereby blocking replacement flow to the unit and the installation and adversely affects the accuracy of USR reporting.

Absent Without Leave (AWOL) Soldiers:

Personnel policy guidance for processing AWOL soldiers is outlined in AR 630-10, AR 600-8-6, and DA Pam 600-8. It is important that when a soldier goes AWOL from their unit, that the change of duty status is reported through SIDPERS. These changes in duty status must be reported through SIDPERS, and your SIDPERS clerk (usually at Battalion level) must enter these changes into SIDPERS. All accompanying documents (we'll get to these later) are then prepared and submitted through the servicing Personnel Services Battalion (PSB) to the United States Army Deserter Information Point (USADIP).

Day 1 of AWOL

When a soldier has been absent from his designated place of duty for an unaccounted period of OVER twenty-four (24) hours, (can be 24 hours and 1 minute), the following actions MUST be taken:

1. Immediately notify your battalion S1 of the soldier's change in duty status (i.e. present for duty (PDY) to AWOL). Your S1 will record this duty status change on a DA Form 4187 IAW DA Pam 600-8, chapter 9, Para 9-4 (see example on the next page). The battalion SIDPERS clerk must also submit the appropriate duty status SIDPERS transaction that takes the soldier from PDY to AWOL (see instructions on pages 6-8). The remarks section of the DA Form 4187 must provide the specific circumstances for the duty status change.



2. Once you prepare the DA Form 4187, you must take a copy of it to the Provost Marshal's Office (PMO) within 24 hours after the soldier has been AWOL.

PERSONNEL ACTION			
For use of this form, see AR 600-8-6 and DA PAM 600-8-21; the proponent agency is ODCSPER			
Copy 1	Copy 2	Copy 3	Copy 4
DATA REQUIRED BY THE PRIVACY ACT OF 1974			
AUTHORITY:	Title 5, Section 3012; Title 10, USC, E.O. 9397.		
PRINCIPAL PURPOSE:	Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf (Section III).		
ROUTINE USES:	To initiate the processing of a personnel action being requested by the soldier.		
DISCLOSURE:	Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.		
1. THRU (Include ZIP Code) Commander 988th Messkit Repair Battalion Ft Hood, TX 76544	2. TO (Include ZIP Code) Commander 111th PSB Ft Hood, TX 76544	3. FROM (Include ZIP Code) Commander 987th Messkit Repair Company Ft Hood, TX 76544	
SECTION I - PERSONAL IDENTIFICATION			
4. NAME (Last, First, MI) GONE, JOE B.	5. GRADE OR RANK/PMOS/AOC PFC/98Q	6. SOCIAL SECURITY NUMBER 111-22-3333	
SECTION II - DUTY STATUS CHANGE (AR 600-8-6)			
7. The above soldier's duty status is changed from <u>PRESENT FOR DUTY</u> to _____			
<u>ABSENT WITHOUT LEAVE</u> effective <u>0631</u> hours, <u>2 September</u> <u>2002</u>			
SECTION III - REQUEST FOR PERSONNEL ACTION			
8. I request the following action: (Check as appropriate)			
<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card	
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags	
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations	
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS	
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB	
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input type="checkbox"/> Other (Specify)	
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members		
9. SIGNATURE OF SOLDIER (When required)		10. DATE (YYYYMMDD)	
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)			
DISTRIBUTION: PSB Finance PMO			
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL			
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -			
<input checked="" type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED			
12. COMMANDER/AUTHORIZED REPRESENTATIVE COMMANDER, IAM A, CPT, IN, CMDING	13. SIGNATURE <i>Sam A. Commander</i>		14. DATE (YYYYMMDD) 2 Sep 2002
DA FORM 4187, JAN 2000 PREVIOUS EDITIONS ARE OBSOLETE USAPA V1.00			

The Provost Marshal's Office is located at building 23020 on the corner of 761st & 58th Street.

The PMO will stamp the DA Form 4187 and will then initiate a DA Form 3975 (Military Police Report) and a corresponding blotter entry on a DA Form 3997 (Military Police Desk Blotter). You must also provide the PMO with a copy of the Fort Hood Leader Data Card (FH Form 2532) on this soldier. An example of this data card is below: These documents enable the PMO to enter the soldier's information into a MP database.

LEADER'S PERSONNEL DATA (AR 25-51)				PRIVACY ACT STATEMENT - SUSCS01 PURPOSE - TO PROVIDE SUPERVISORS A READY SOURCE OF INFORMATION FOR DAY TO DAY OPERATIONS AND ADMINISTRATIVE DETERMINATIONS PERTAINING TO ASSIGNED/ATTACHED PERSONNEL. DISCLOSURE IS VOLUNTARY WITH NO EFFECT ON NOT PROVIDING INFORMATION.					
NAME/ GRADE Gone, Joe B. PFC		SSN 111-22-3333		DOR 20020119		BASD 20010119		ETS 20040118	
PRO PAY <input type="checkbox"/> ELIGIBLE <input checked="" type="checkbox"/> NONE <input type="checkbox"/> DRAWING PAY		FLIGHT STATUS/ PAY		PMOS 98G		SMOS		SDT SCORE	
DATE LAST NCOER		DATE NEXT NCOER		DATE ELGL FOR PROMOTION		EDUCATION (YRS)		MIL ED LEVEL	
				2003 03 19		12		AIT	
WEAPONS # QUALIFICATION / DATE		EXP / 2003 08 09		APFT SCORE		PU 80 SU 90 RUN 70 TOTAL 240		DATE 20020802	
MASK # M60 LAST CHAMBER DATE		20020725		INSERTS: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		HM TEST DATE		OFF DUTY EMPLOYMENT	
MEAL CARD # NA		MILITARY DRIVERS LICENSE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		TYPE VEH:		RE-UP <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO ELIGIBLE		REMARKS: Assault • Drug Abuse	
PROFILE LIMITATIONS AND DURATION									
HEIGHT 72		WEIGHT 185 lbs		COLOR HAIR Brown		COLOR EYES Blue		SEX M	
DATE OF BIRTH		19810503		PLACE OF BIRTH		Podunk, AL		RELIGION Baptist	
LOCAL HOME ADDRESS/ PHONE #				Barracks Room # 123				SPOUSE'S NAME	
SPOUSE'S ADDRESS, PHONE # (IF DIFFERENT FROM ABOVE)								CHILDREN'S NAMES	
PARENT'S ADDRESS PHONE #				(334) 100-0001				FATHER'S NAME	
999 Hogpen Rd. Podunk, AL 98765								MOTHER'S NAME	
DRIVER'S LICENSE #				675487654		EXPIRATION DATE		20040312	
STATE ISSUING LICENSE		AL		POV LICENSE PLATE #		1B GONE		STATE OF REGISTRY	
AL									
FH AUTO REG #		11112		POV MAKE		PORSCHE		MODEL	
								944	
COLOR		Red		THIS CARD PREPARED BY/DATE Gone's Team Ldr 20010810					

FH FORM 2532 (AG) PREVIOUS EDITION MAY BE USED

ARTICLE 15/ COURTS-MARTIAL	
AWARDS AND DECORATIONS	
ASR	
RECORD OF COUNSELING (DATE/TYPE/SYNOPSIS)	
<p>1. 1 Apr 02/ Disciplinary Counseling for assaulting a NCO while at the PX.</p> <p>2. 10 May 02/ Disciplinary counseling for coming up positive on a random 10% urinalysis. Recommended Company-grade Art 15.</p>	

Table 3-24
Input a New Duty Status (AWOL)

Step	Who/Where	Action
1	Unit commander or first sergeant	Report to the BNS1 any duty status changes.
2	BNS1 or unit SIDPERS clerk	<p>Submit the SIDPERS-3 new duty status transaction. On PC, the hot key selection path is A/D/I. The hot keys are highlighted on the screen. Users may press hot keys to navigate the system or use the arrow keys to highlight the desired action.</p> <p>a. <A> for Personnel Accounting.</p> <p>b. <D> for Duty Status Reporting.</p> <p>c. <I> for Input New Duty Status.</p> <p>(1) Enter the soldier's SSN and first six letters of the last name. If the soldier's last name has less than five letters, enter the last name, a space, and the first one or more letters of the first name.</p> <p>(2) Press <F2> to continue.</p> <p>(3) On the next screen fill in new duty status code. Press <F1> if code is unknown, select correct code, and press enter.</p> <p>(4) Enter effective date of the new duty status. Enter the date as an eight-character numeric (YYYYMMDD). Enter the effective time of the new duty status.</p> <p>(5) Enter the time as a four-character numeric (HHMM).</p> <p>(6) Enter remarks, if required. Remarks are required for the following duty status: CCA, CMA, HOS, HOW, and SCA. For duty status that require location and/or remarks, enter the duty status location, if known. Include city, state and country followed by other remarks, as required.</p> <p>(7) Press <F2> to continue.</p>

		<p>(8) A DA Form 4187-E is displayed. Enter THRU, TO, and FROM addresses as required. Press <F1> to select default addresses.</p> <p>(9) Press <F1>, select the authentication indicator name, and press enter. Type in number of enclosures, as required.</p> <p>(10) Press <F2> to continue.</p> <p>(11) On the next screen is INITIATE INDIVIDUAL SFPA(Suspension of Favorable Personnel Action) this produces the DA Form 268-E. (This screen only appears if duty status is one of the following: AWL, AWC, CCA, CMA, SCA, AMA).</p> <p>(a) Enter SFPA reason. Press <F1>, Highlight appropriate code and press enter.</p> <p>(b) Enter expiration date of the flaggingAction . Enter the date as an eight-character Numeric (YYYYMMDD).</p> <p>(c) Enter any remarks that are required.Tab to authentication indicator, Press <F1>, highlight appropriate signature block and press enter.</p> <p>(d) Press <F2> to continue.</p> <p>(12) The system will prompt to a report screen. Reports may be viewed, printed, or copied to a file. Make selection and press enter.</p> <p>(13) Scroll down to exit or press <X> to exit upon completion of report.</p>
3	BNS1 or unit SIDPERS clerk	Annotate or print Unit Personnel Accountability Report (AAA-162).
4	BNS1 or unit SIDPERS clerk	Annotate or print Unit Manning Report (AAA-161).
5	BNS1 or unit SIDPERS clerk	Annotate Unit Commanders Finance Report (UCFR).
6	BNS1 or unit SIDPERS clerk	Transmit transactions to the PAS according to local SOP.

7	PAS	Transmit transactions to PERSCOM.
8	PERSCOM	Update TAPDB and return feedback to originator.
9	PAS	Receive and route HQDA feedback.
10	BNS1 or unit SIDPERS clerk	Work feedback and submit corrective transactions, as necessary.

3. Once you have the DA Form 4187 stamped by the PMO, take a copy of this stamped DA Form 4187 to your servicing PSB Records Section AND your servicing finance battalion. This is what stops the soldier's pay and allows the PSB to flag that soldier's record.

4. Lastly, the unit initiates an immediate inquiry regarding the soldier's location and possible reasons for absence. (AR 630-10, chapter 2, Para 2-3(b)). The inquiry should be prepared on a DA Form 4187 and should utilize a continuation sheet as necessary. Specific information is required on this inquiry, which consists of the following items:

DA Form 4187 for Commander's Inquiry:	
Item:	
1. Soldier's Name (last, first, middle)	
2. Rank	
3. SSN	
4. Organization	
5. Initial date of unauthorized absence	
6. Physical Description:	
a. Height	
b. Weight	
c. Age	
d. Hair Color	
e. Eye Color	
f. Does the soldier wear glasses?	
g. List any scars or other identifying remarks	
7. Driver's license # and vehicle ID	
8. Relatives (list names, addresses and relationship to the soldier)	
9. Competent witnesses & close friends (list names, addresses, SSN and grade)	
10. Possible contributing factors causing AWOL:	
a. Marital strife	
b. Indebtedness	
c. Trouble with superiors	
d. Unknown	
e. Other: explain	
11. Record of any evidence of the following?	
a. Foul play	
b. Alcohol	
c. Mental instability	
d. Inability to adjust to military life	
e. Drug use	
f. Intent not to return	
g. Dissent from foreign policies of the US	
h. Evidence of shirking important/hazardous duty	
i. Other: explain	

12. Pertinent evidence found in personal effects (if none, so state)
13. Additional Remarks if needed
14. Authentication: show signature, title, organization, and date.

Below is an example of the DA 4187 for a Commander's Inquiry:

Circle the appropriate copy designator			
Copy 1	Copy 2	Copy 3	Copy 4
PERSONNEL ACTION			
For use of this form, see AR 600-8-6 and DA PAM 600-8-21; the proponent agency is ODCSPER			
DATA REQUIRED BY THE PRIVACY ACT OF 1974			
AUTHORITY:	Title 5, Section 3012; Title 10, USC, E.O. 9397.		
PRINCIPAL PURPOSE:	Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf (Section III).		
ROUTINE USES:	To initiate the processing of a personnel action being requested by the soldier.		
DISCLOSURE:	Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.		
1. THRU (Include ZIP Code) Commander 988th Messkit Repair Battalion Ft Hood, TX 76544	2. TO (Include ZIP Code) Commander, USADIP, ATTN: ATZK-PMF-DIP Ft Knox, KY 40121	3. FROM (Include ZIP Code) Commander 987th Messkit Repair Company Ft Hood, TX 76544	
SECTION I - PERSONAL IDENTIFICATION			
4. NAME (Last, First, MI) GONE, JOE B.	5. GRADE OR RANK/PMOS/AOC PFC/98Q	6. SOCIAL SECURITY NUMBER 111-22-3333	
SECTION II - DUTY STATUS CHANGE (AR 600-8-6)			
7. The above soldier's duty status is changed from _____ to _____ effective _____ hours, _____			
SECTION III - REQUEST FOR PERSONNEL ACTION			
8. I request the following action: (Check as appropriate)			
<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card	
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags	
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations	
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS	
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB	
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> COMMANDER'S REPORT OF INQUIRY	
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members		
9. SIGNATURE OF SOLDIER (When required)		10. DATE (YYYYMMDD)	
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)			
1. Soldier's Name: Gone, Joe B.			
2. Rank: PFC			
3. SSN: 111-22-3333			
4. Organization: 987th Messkit Repair Company, Ft Hood, TX 76544			
5. Initial date of unauthorized absence: 2 September 2002			
6. Physical Description: a. Height: 72 b. Weight: 185 c. Age: 21 d. Hair Color: Brown e. Eye Color: Blue f. Does the soldier wear glasses: No g. List any scars or other identifying remarks: 3 inch scar on left cheek, tatoo of eagle on right arm			
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL			
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -			
<input checked="" type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED			
12. COMMANDER/AUTHORIZED REPRESENTATIVE I AM A COMMANDER, CPT, IN, CMDING		13. SIGNATURE <i>Am A Commander</i>	14. DATE (YYYYMMDD) 2002 09 02
DA FORM 4187, JAN 2000		PREVIOUS EDITIONS ARE OBSOLETE	

D.

2 September 2002

7. Driver's license number and vehicle ID:

- a. Driver's License: Alabama 675487654
- b. Vehicle: 2001 Porsche 944, 2 door, red, AL license plate: I BE GONE

8. Relatives (names, addresses, and relationship to the soldier):

- a. Father of Gone, 999 Hogpen Road, Podunk, AL 98765 (Father)
- b. Mother of Gone, 999 Hogpen Road, Podunk, AL 98765 (Mother)

9. Competent witnesses and close friends (list names, addresses, SSN and grade): None

10. Possible contributing factors causing AWOL:

- a. Marital Strife – Yes ☒ No
- b. Indebtedness – Yes ☒ No
- c. Trouble with superiors – ☒ Yes No
- d. Unknown
- e. Other (Explain)

11. Record of any evidence of the following:

- a. Foul play – Yes ☒ No
- b. Alcohol – Yes ☒ No
- c. Mental instability – Yes ☒ No
- d. Inability to adjust to military life – Yes ☒ No
- e. Drug use – ☒ Yes No
- f. Intent not to return – ☒ Yes No
- g. Dissent from foreign policies of the US – Yes ☒ No
- h. Evidence of shirking important/hazardous duty – Yes ☒ No
- i. Other (Explain)

12. Pertinent evidence found in personal effects (if none, so state): None

13. Additional Remarks: None

14. POC is the undersigned at 123-4567.

J Am A Commander
I AM A COMMANDER
CPT, IN
Commanding

Just to recap Day 1 of AWOL:

AWOL DAY 1	X
1. DA Form 4187 (PDY to AWOL) done?	
2. SIDPERS Transaction done?	
3. DA Form 4187 taken to PMO for stamp?	
4. Copy of FH Form 2532 taken to PMO?	
5. Stamped DA Form 4187 taken to PSB and Finance?	
6. Unit initiates inquiring regarding soldier's absence?	





Day 2 of AWOL

On day 2 of the soldier being AWOL, there are a couple of things that must happen. Understand that once a soldier is reported as AWOL, the clock begins and there are timelines that must be met.

1. The commander must finalize the findings of his inquiry.

2. The Unit Supply Sergeant will inventory and secure all personal effects, clothing and government property IAW AR 700-84, para 12-12, if the soldier resides in the barracks (billets). The inventory forms can be obtained from your unit S4 (supply). A signed copy of the inventories will be retained for inclusion in the DFR packet should the soldier remain absent for longer than 30 consecutive days. If no personal effects or clothing were found, a statement to that effect will be prepared and included with the inventory paperwork.

3. The security manager (usually the Bn S2) will take actions as directed by AR 381-20, Para 2-5b, which pertains to access to Classified Defense Information or Request for Political Asylum, if applicable.

4. The Bn S1 should prepare the initial Report for Suspension of Favorable Personnel Actions (DA Form 268 and AR 600-8-2), for the commander's signature. Once the commander signs, distribution needs to be made as follows: the original and two copies will be maintained in the battalion S1, and an additional copy will be forwarded to the unit's retention office to change the ERUP (eligibility to reenlist code) to 9W. The DA Form 268 (flag) will be prepared utilizing SIDPERS 3. (DA Pam 600-8-1, chap 2-39 and AR 680-29). An example of a Flag is on the following page.



REPORT TO SUSPEND FAVORABLE PERSONNEL ACTIONS (FLAG)

For use of this form, see AR 600-8-2; the proponent agency is MILPERCEN.

SECTION I - ADMINISTRATIVE DATA

1. NAME (Last, First, MI) GONE, JOE B.	2. SSN 111-22-3333	3. RANK PFC
4. <input checked="" type="checkbox"/> On active duty <input type="checkbox"/> Not on active duty <input type="checkbox"/> On ADT		5. ETS/ESA/MRD 24 OCT 2005
6. UNIT ASSIGNED AND ARMY MAJOR COMMAND 987TH MESS KIT REPAIR COMPANY		7. STATION (Geographical location) FT HOOD, TX
8. PSC CONTROLLING FLAGGING ACTION AND TELEPHONE NUMBER 111TH PSB, 287-5555		
9. THIS ACTION IS TO: <input checked="" type="checkbox"/> Initiate a flag (Sections II and V only) <input type="checkbox"/> Transfer a flag (Sections III and V only) <input type="checkbox"/> Remove flag (Sections IV and V only)		

SECTION II - INITIATE A FLAG

10. <input checked="" type="checkbox"/> A FLAG IS INITIATED, EFFECTIVE <u>2 September 2002</u> FOR THE FOLLOWING REASON:
<div style="display: flex; justify-content: space-between;"><div>NON-TRANSFERABLE <input checked="" type="checkbox"/> Adverse action (A) <input type="checkbox"/> Elimination - field initiated (B) <input type="checkbox"/> Removal from selection list - field initiated (C) <input type="checkbox"/> Referred OER (D) <input type="checkbox"/> Security violation (E) <input type="checkbox"/> HQDA use only - elimination or removal from selection list (F)</div><div>TRANSFERABLE <input type="checkbox"/> APFT failure (J) <input type="checkbox"/> Weight control program (K)</div></div>

SECTION III - TRANSFER A FLAG

11. <input type="checkbox"/> A FLAG IS TRANSFERRED FOR THE FOLLOWING REASON:
<div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Adverse action - HQDA directed reassignment (G) <input type="checkbox"/> Adverse action - punishment phase (H) <input type="checkbox"/> Supporting documents attached? <input type="checkbox"/> Yes <input type="checkbox"/> No</div><div><input type="checkbox"/> APFT failure (J) <input type="checkbox"/> Weight control program (K)</div></div>

SECTION IV - REMOVE A FLAG

12. <input type="checkbox"/> A FLAG IS REMOVED, EFFECTIVE _____ FOR THE FOLLOWING REASON:
<div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Case closed favorably (C) <input type="checkbox"/> Disciplinary action taken (D)</div><div><input type="checkbox"/> Soldier transferred to a different Army component or discharged while case in process (destroy case file) (E) <input type="checkbox"/> Other final action (E)</div></div>

SECTION V - AUTHENTICATION

DISTRIBUTION 1 - Unit Commander 1 - PSC 1 - F&AO 1 - Commander, gaining unit (transfer flag only)	
NAME, RANK, TITLE, AND ORGANIZATION IAM A. COMMANDER CPT, IN, COMMANDING	SIGNATURE <i>Iam A. Commander</i> DATE 2 Sep 02

DA FORM 268, JUN 87

EDITION OF 1 JAN 80 IS OBSOLETE.

USAPPC V2.00

5. The Bn S1 will ensure that the soldier is deleted from assignment instructions, if applicable, by providing a signed copy of DA Form 268 and the DA Form 4187 that takes the soldier AWOL to the Installation Reassignment Processing Branch in building 107.

Just to recap Day 2 of AWOL:

AWOL DAY 2	X
1. Results of Inquiry prepared in writing?	
2. Soldier's personal effects inventoried by Unit Supply?	
3. Unit Security Manager informed of soldier's status?	
4. DA Form 268 (flag) prepared on soldier?	
5. Soldier deleted from assignment instructions?	

Day 10 of AWOL

The soldier has been AWOL for 10 days now...it is time for the unit Commander to mail an initial letter to the soldier's next of kin (NOK) IAW AR 630-10, chapter 2, Para 2-3(e). A sample letter is provided on the following page:





DEPARTMENT OF THE ARMY

987th Messkit Repair Company
115 Any Road
FORT HOOD, TEXAS 76544-5016

REPLY TO
ATTENTION OF

September 11, 2002

Office of the Commander

Mother and Father Gone
999 Hogpen Road
Podunk, AL 98765

Dear Mother and Father Gone,

I regret to inform you that PFC Joe B. Gone has been absent without leave from this unit since 2 September 2002. We are concerned about his well-being and want to ensure that he is safe. If you know where he is, please urge him to return immediately to military control at the nearest military installation in order to avoid prolonged unauthorized absence.

If PFC Gone is deliberately absent without leave, his continuing absence could result in a trial by court-martial with loss of pay and allowances. This could mean that his dependents would lose all rights to receive allotments, medical care, commissary and post exchange privileges and other military benefits. Continued absence could also result in confinement or dismissal with an other than honorable or bad conduct discharge. Rest assured that if he does return, he would be given a fair hearing and the opportunity to present any information on his behalf.

(Include the following paragraph if the absentee is in the pay grade E-4 (4 years of less service), E-3, E-2, E-1 and the conditions in paragraph apply. **THIS WOULD NOT APPLY IN THIS EXAMPLE CASE SINCE MOTHER AND FATHER WERE NOT DEPENDENTS.**)

Should your son fail to return to duty within the next 20 days, you may be eligible to receive a basic allowance for quarters to financially assist you for a period not to exceed 2 months beginning with the first day of unauthorized absence. I am enclosing an application for you to complete and return to me as soon as possible.

Again, if you know where your son is, please urge him to return to his unit immediately where we can resolve this situation together.

Sincerely,

J Am A Commander

I AM A COMMANDER
Captain, US Army
Commanding

Day 25 of AWOL

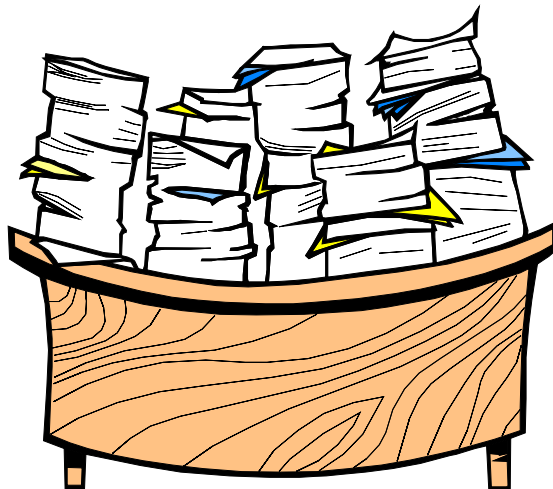


The soldier is now AWOL for 25 days...the commander must now appoint (*in writing*) a NCO to out process this soldier. The appointed NCO must coordinate with Central Clearance Facility in the Rivers Bldg (Bldg 121) for issuance of a DA Form 137 (Installation Clearance papers) in order to clear the soldier from Fort Hood. The appointed NCO must ensure that clearing procedures are accomplished in an accurate and timely manner. The NCO can begin clearing the soldier on Day 25 of AWOL. The appointed NCO must take a memorandum signed by the commander, and a copy of his appointment orders, to Central Clearance (Bldg 121) to begin the process.

Just to Recap Days 10 and 25...



AWOL DAYS 10 and 25	X
1. Next of Kin (NOK) letter mailed? (Day 10)	
2. NCO appointed to clear soldier from post? (Day 25)	



Day 31 of AWOL/Day 1 of DFR

All right, your former soldier, now a deserter, has been gone for 31 days. It is now that all the paperwork must be completed and finalized. This mass of paperwork is what we refer to as the “***DFR Packet***”. The DFR packet consists of many forms...

1. Prepare the DA Form 4187 taking soldier from an AWOL status to DFR. The commander must sign and provide it to the Bn S1. The Bn S1 must ensure that this DA Form 4187 is also taken to finance for their stamp. The PSB will not accept the DFR packet without finance’s stamp on the DA Form 4187. An example of the DA Form 4187 taking the soldier from AWOL to DFR is on the following page:



Copy 1

Circle the appropriate copy designator

Copy 2

Copy 3

Copy 4

PERSONNEL ACTION

For use of this form, see AR 600-8-6 and DA PAM 600-8-21; the proponent agency is ODCSPER

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 5, Section 3012; Title 10, USC, E.O. 9397.

PRINCIPAL PURPOSE: Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf (Section III).

ROUTINE USES: To initiate the processing of a personnel action being requested by the soldier.

DISCLOSURE: Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.

1. THRU (Include ZIP Code) Commander 988th Messkit Repair Battalion Ft Hood, TX 76544	2. TO (Include ZIP Code) Commander 111th PSB Ft Hood, TX 76544	3. FROM (Include ZIP Code) Commander 987th Messkit Repair Company Ft Hood, TX 76544
--	---	--

SECTION I - PERSONAL IDENTIFICATION

4. NAME (Last, First, MI) GONE, JOE B.	5. GRADE OR RANK/PMOS/AOC PFC/98Q	6. SOCIAL SECURITY NUMBER 111-22-3333
---	--------------------------------------	--

SECTION II - DUTY STATUS CHANGE (AR 600-8-6)

7. The above soldier's duty status is changed from ABSENT WITHOUT LEAVE to _____

DROPPED FROM THE ROLLS effective 0630 hours, 2 October 2002

SECTION III - REQUEST FOR PERSONNEL ACTION

8. I request the following action: (Check as appropriate)

<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify) DUTY STATUS CHANGE AWOL TO DFR
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	

9. SIGNATURE OF SOLDIER (When required)

10. DATE (YYYYMMDD)

SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)

Soldier AWOL effective 0631 hours on 2 September 2002.

DISTRIBUTION:PSB
Finance
PMO**SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL**

11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -

☒ HAS BEEN VERIFIED ☐ RECOMMEND APPROVAL ☐ RECOMMEND DISAPPROVAL ☐ IS APPROVED ☐ IS DISAPPROVED

12. COMMANDER/AUTHORIZED REPRESENTATIVE

COMMANDER, IAM A, CPT, IN, CMDING

13. SIGNATURE

Jan A. Commander

14. DATE (YYYYMMDD)

20021002

DA FORM 4187, JAN 2000

PREVIOUS EDITIONS ARE OBSOLETE

USAPA V1.00

2. The Bn S1/SIDPERS clerk must submit the duty status transaction that takes the soldier from AWOL to DFR. (DA Pam 600-8-1, chapter 2-27.)

Table 3-11
Reporting soldiers DFR

Step	Who/Where	Action
1	BNS1	Review supporting documents (for example, ISG's report.) Review DA Form 4187 to confirm the original AWOL date.
2	BNS1 or unit clerk	Prepare DA Form 4187 reporting soldier DFR.
3	BNS1 or unit clerk	Obtain signature on DA Form 4187 and distribute.
4	BNS1 or unit clerk	Prepare DA Form 268 and DD Form 553, as required.
5	BNS1 or unit SIDPERS clerk	<p>Submit a SIDPERS DFR transaction. Users may press hot keys to navigate the system or use the arrow keys to highlight the desired action. The hot keys are A/U/S/D. From the main menu screen, select:</p> <ul style="list-style-type: none"> a. <A> for personnel accounting. b. <U> for unit personnel accounting updates. c. <S> for miscellaneous strength changes. d. <D> for dropped from rolls/strength.
6	BNS1 or unit SIDPERS clerk	<p>On the next screen key in appropriate DFR reason, <R> for Remained AWOL for 30 Consecutive Days, <C> Confirmed to be a Deserter, <L> Leave Active Army to Enter Service Academy, or <F> RC Soldier Failed to Report for active duty in support of a contingency or mobilization operation.</p> <ul style="list-style-type: none"> a. Go to step 7 to process <R> for Remained AWOL for 30 Consecutive days. b. Go to step 8 to process <C> for Confirmed to be a deserter. c. Go to 9 to process <L> for Leave Active Army to Enter a Service Academy. d. Go to 10 to process <F> for RC Soldier Failed to Report for active duty in support of a contingency or mobilization operation.

7	BNS1 or unit SIDPERS clerk	<p>Enter <R> for Remained AWOL for 30 Consecutive Days. NOTE: Duty status must be <AWL>.</p> <p>a. Key in SSN and last name. If last name is less than 5 characters, key in last name, a space, and remaining characters from the first name.</p> <p>b. Press <F2> to continue.</p> <p>c. On the next screen Confirm DFR(Y/N), enter <Y> if duty status has been <AWL> for 30 consecutive days.</p> <p>d. Press <F2> to accept.</p>
8	BNS1 or unit SIDPERS clerk	<p>Enter <C> for Confirmed to be a Deserter.</p> <p>NOTE: Duty Status must be <AWL>. Use only if authorized in AR 630-10, Chapters 3, 4, 5, or 6.</p> <p>a. Key in SSN and last name. If last name is less than 5 characters, key in last name, a space, and remaining characters from the first name.</p> <p>b. Press <F2> to continue.</p> <p>c. On the next screen key in the 8-character date for Effective Date of DFR.</p> <p>d. Press <F2> to accept.</p>
9	BNS1 or unit SIDPERS clerk	<p>Enter <L> for Leave Active Army to Enter Service Academy.</p> <p>a. Key in SSN and last name. If last name is less than 5 characters, key in last name, a space and remaining characters from the first name.</p> <p>b. Press <F2> to continue.</p> <p>c. On the next screen key in correct code for the Service Academy attending then the 8-character date for Date of Entry to Academy.</p> <p>d. Press <F2> to accept.</p>

10	BNS1 or Unit SIDPERS clerk	<p>Enter <F> for RC Soldier Failed to Report (During Mobilization only). NOTE: Soldier will be DFR when they fail to report for Active Duty within 7 days of their established reporting date. If TDR exists submit a mobilization transaction (4056) before following steps a, d and f below.</p> <p>a. Key in SSN and last name. If last name is less Than 5 characters, key in last name, a space, and remaining characters from the first name.</p> <p>b. Press <F2> to continue, if soldier is not on the data base a response will be displayed: SOLDIER NOT FOUND, CREATE TEMPORARY SOLDIER RECORD (Y/N)? Select <Y>.</p> <p>c. On the next screen key in:</p> <p>(1) Name (Full Name).</p> <p>(2) Sex.</p> <p>(3) Rank.</p> <p>(4) AOC/PMOS.</p> <p>(5) DOR.</p> <p>(6) ETS/ESA Date.</p> <p>(7) MOB UIC.</p> <p>(8) Service Component.</p> <p>(9) CO Basic Branch (If Officer).</p> <p>(10) MOB Date.</p> <p>d. Press <F2> to accept.</p> <p>e. On next screen enter Effective Date of DFR and Projected Gaining UIC.</p> <p>f. Press <F2> to accept.</p>
11	BNS1 or unit SIDPERS clerk	Update Battle Roster position number, if required.

12	BNS1 or unit SIDPERS clerk	Annotate or print Unit Manning Report (UMR) (AAA-161).
13	BNS1 or unit SIDPERS clerk	Annotate or print Unit Personnel Accountability report (AAA-162).
14	BNS1 or unit SIDPERS clerk	Annotate Unit Commanders Finance Report (UCFR).
15	BNS1 or unit SIDPERS clerk	Transmit transactions to the PAS according to local SOP.
16	PAS	Transmit transactions to PERSCOM according to Local SOP.
17	PERSCOM	Process and return feedback to originator.
18	PAS	Receive and route HQDA feedback.
19	BNS1 or unit SIDPERS clerk	Work feedback and submit corrective transactions, as necessary.

3. Notify the Bn S2 to revoke the security clearance of this soldier, if applicable. (DA Pam 600-8, chapter 9-12.)

4. Prepare the DD Form 458 (Charge Sheet) in triplicate. The commander will sign as the accuser. The sworn charges are forwarded to the summary court-martial convening authority. (AR 630-10, chapter 3, Para 3-1(4), UCMJ App A-4, 1 and 2 for instruction on how to correctly prepare the charge sheet.) An example is also provided below.

CHARGE SHEET				
I. PERSONAL DATA				
1. NAME OF ACCUSED (Last, First, MI) GONE, JOE B.		2. SSN 111-22-3333		3. GRADE OR RANK PFC
4. PAY GRADE E-3		5. UNIT OR ORGANIZATION 987 TH Messkit Repair Company 988 TH Messkit Repair Battalion Fort Hood, Texas 76544		
6. CURRENT SERVICE		7. DATE(S) IMPOSED		
a. INITIAL DATE 20010119		b. TERM 4 Years		
7. PAY PER MONTH			8. NATURE OF RESTRAINT OF ACCUSED	
a. BASIC \$1303.50	b. SEA/FOREIGN DUTY None	c. TOTAL \$1303.50	None	
II. CHARGES AND SPECIFICATIONS				
10. CHARGE I: VIOLATION OF THE UCMJ, ARTICLE 86 SPECIFICATION: In that Private First Class (E-3) Joe B. Gone, U.S. Army, did on or about 2 September 2002, without authority and with intent to remain away therefrom permanently, absent himself from his unit, to wit: 987 TH Messkit Repair Company, 988 TH Messkit Repair Battalion, located at Fort Hood, Texas, and did remain so absent in desertion until on or about				
CHARGE II: VIOLATION OF THE UCMJ, ARTICLE 86 SPECIFICATION: In that Private First Class (E-3) Joe B. Gone, U.S. Army, did on or about 2 September 2002, without authority, absent himself from his unit, to wit: 987 TH Messkit Repair Company, 988 TH Messkit Repair Battalion, located at Fort Hood, Texas, and did remain so absent until on or about				
III. PREFERRAL				
11a. NAME OF ACCUSER (Last, First, MI) COMMANER, I AM A.		b. GRADE CPT		c. ORGANIZATION OF ACCUSER 987 TH Messkit Repair Company
d. SIGNATURE OF ACCUSER <i>I am A. Commander</i>		e. DATE DFR DATE OR AFTER		
AFFIDAVIT: Before me, the undersigned, authorized by law to administer oaths in cases of this character, personally appeared the above named accuser this _____ day of DFR DATE OF AFTER , 20____, and signed the foregoing charges and specifications under oath that he/she is a person subject to the Uniform Code of Military Justice and that he/she either has personal knowledge of or has investigated the matters set forth therein and that the same are true to the best of his/her knowledge and belief.				
IAM A. TRIAL COUNSEL OR ADJUTANT Typed Name of Officer		HHC, 30 TH INF DIV Organization of Officer		
CPT Grade		Trial Counsel or Adjutant Official Capacity to Administer Oath (See R.C.M. 307(b) - must be a commissioned officer)		
<i>I am A. Trial Counsel</i> Signature				

DD FORM 458, AUG 84 (EG)

EDITION OF OCT 69 IS OBSOLETE.

On _____, 20____, the accused was informed of the charges against him/her and of the name(s) of
The accuser(s) known to me (See R.C.M. 308 (a)). (See R.C.M. 308 if notification cannot be made.)

Typed Name of Immediate Commander

Organization of Immediate Commander

Grade

Signature

IV. RECEIPT BY SUMMARY COURT-MARTIAL CONVENING AUTHORITY

13.

The sworn charges were received at _____ hours, DFR DATE OR LATER
20____ at _____

HQs, 988th MRB

Designation of Command or

Fort Hood, TX 76544

Officer Exercising Summary Court-Martial Jurisdiction (See R.C.M. 403)

FOR THE¹ _____

IAM A. BN COMMANDER

Typed Name of Officer

COMMANDING

Official Capacity of Officer Signing

LTC

Grade

**Must be personally signed by the Bn Cdr; cannot be signed "for".
MAJ(P) may sign if filling Bn Cdr position. MAJ that is acting
commander must have assumption of command orders.**

Iam A. Bn Commander

Signature

V. REFERRAL; SERVICE OF CHARGES

14a. DESIGNATION OF COMMAND OF CONVENING AUTHORITY

b. PLACE

c. DATE

Referred for trial to the _____ court-martial convened by _____

20____

, subject to the following instructions:² _____

By _____

Of _____

Command or Order

Typed Name of Officer

Official Capacity of Officer Signing

Grade

Signature

15.

On _____, 20____, I (caused to be) served a copy hereof on (each of) the above named accused.

Typed Name of Trial Counsel

Grade or Rank of Trial Counsel

Signature

FOOTNOTES: 1 — When an appropriate commander signs personally, inapplicable words are stricken.
2 — See R.C.M. 601(e) concerning instructions. If none, so state.

5. Complete DD Form 553 (Deserter/Absentee wanted by the Armed Forces). (AR 630-10.)

DESERTER/ABSENTEE WANTED BY THE ARMED FORCES				1. DATE PREPARED (YYYYMMDD)		REPORT CONTROL SYMBOL DD-P&R(SA)1454	
2. TO (Local, State or Federal law enforcement authority as indicated by Military Deserter Information Point) Cdr, US Army Personnel Control Facility ATTN: ATZK-PMF-DIP Bldg 1281 Ft Knox, KY 40121				3. FROM (Organization or activity and place from which absent. If unauthorized absence occurs in transit, list old and new unit in Remarks) Commander 987 Messkit Repair Company Ft Hood, TX 76544			
4. DISTRIBUTION							
5. ABSENTEE IDENTIFICATION							
a. NAME (Last, First, Middle Initial) GONE, JOE B.		b. GRADE/RANK/RATE PFC		c. SEX M		d. RACE CAU	
e. PLACE OF BIRTH (City, State, Country) Podunk, AL		f. DATE OF BIRTH (YYYYMMDD) 19810503		g. HEIGHT 72		h. WEIGHT 185	
i. EYE COLOR Blue		j. HAIR COLOR Brown		k. DIP CONTROL NUMBER US Army		l. SERVICE 111-22-3333	
m. SOCIAL SECURITY NO. US		n. CITIZENSHIP S		o. MARITAL STATUS S		p. MILITARY OCCUPATION 98Q Messkit Repair Specialist	
q. CIVILIAN OCCUPATION None		r. PERMANENT RESIDENCE ADDRESS (Include Zip Code) 999 Hogpen Road Podunk, AL 98765					
6. CURRENT ENLISTMENT				7. ENTRY INTO CURRENT PERIOD OF SERVICE			
a. DATE (YYYYMMDD) 20010119		b. PLACE (City and State) Mobile, AL		a. DATE (YYYYMMDD) 20010119		b. PLACE (City and State) Mobile, AL	
9. TIME OF ABSENCE 20020902		a. DATE (YYYYMMDD) 20020902		b. HOUR 06:30		10. ADMINISTRATIVE DATE OF DESERTION (YYYYMMDD) 20021002	
11. ESCAPED OR SENTENCED PRISONER (X as applicable)				12. DISCHARGE STATUS (X as applicable)			
YES <input type="checkbox"/> IF "YES," SPECIFY CHARGE				a. DISCHARGED <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>			
X NO <input checked="" type="checkbox"/>				b. SUSPENDED <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>			
13. OPERATOR'S LICENSE		a. NUMBER 675487654		b. STATE AL		c. EXP. DATE (YYYYMMDD) 20040312	
14. VEHICLE LICENSE		a. PLATE NO. I BE GONE		b. STATE AL		c. EXP. DATE (YYYYMMDD) 20030413	
15. VEHICLE		a. VEHICLE IDENTIFICATION NUMBER IBHG7878E38F7IF19847		b. YEAR 2001		c. MAKE POSRCHE	
		d. MODEL 944		e. STYLE 2 DOOR		f. COLOR RED	
16. RELATIVES AND/OR PERSONS KNOWN BY ABSENTEE (If more space is needed, continue in Remarks or on a separate page, making reference to this item number.)							
a. NAME (Last, First, Middle Initial)				b. ADDRESS (Include Zip Code)			
(1) GONE, FATHER OF				999 Hogpen Road, Podunk, AL 98765			
(2) GONE, MOTHER OF				999 Hogpen Road, Podunk, AL 98765			
17. CERTIFICATION (See Notes on back)							
<p>The undersigned states: That he/she is a commissioned officer of the United States <u>ARMY</u> (Military Department), presently assigned as the Commanding Officer, <u>987th Messkit Repair Company</u> (Unit from which the alleged deserter absented himself or herself), and in the performance of official duties imposed by Department of Defense Directive 1325.2 and <u>AR 190-9 and AR 630-10</u> (Regulations of the Service concerned which implement DOD Directive 1325.2, e.g. Army Regulations 190-9 and 630-10), he/she has conducted an investigation into the status of <u>PFC Joe B. Gone</u> (Name and rank of alleged deserter), a member of the United States Armed Forces serving on active duty with <u>987th Messkit Repair Company, United States Army</u> (Unit and Service from which the alleged deserter absented himself or herself), by questioning his/her unit cohorts; by examining and verifying the field service records of said service member which reflect his/her duty status; by requesting the member's next of kin to urge his/her voluntary return to military control if they are aware of his/her whereabouts; by inquiring to the fullest extent possible into the feasibility of other explanations for the member's absence, to include sickness, injury, hospitalization, and confinement by civil law enforcement officials; and officially ordered diversion from his/her unit of assignment by querying the member's losing unit (and en route temporary duty unit), the appropriate career management division the servicing replacement organization, and the servicing Military Personnel and Transportation Assistance Office (and (See Note 1)</p> <p>That based on the aforesaid investigation, the undersigned has personal knowledge that, on or about <u>20020902</u> (Date - YYYYMMDD), <u>PFC Joe B. Gone</u> (Name and rank of alleged deserter), did, without authority and with intent to remain away therefrom permanently, absent himself/herself from his/her unit/organization/place of duty, to wit: (See item 3 above) located at (See item 3) in violation of Section 885, Title 10, United States Code and he/she has remained continuously so absent until <u>20021002</u> (Date this statement is executed - YYYYMMDD). I state under penalty of perjury (under the laws of the United States of America (See Note 2) that the foregoing is true and correct. Executed on <u>20021002</u> (Date - YYYYMMDD).</p>							
18. COMMANDING OFFICER							
a. TYPED NAME (Last, First, Middle Initial) COMMANDER, IAM A.		b. GRADE CPT		c. TITLE Commander		d. ORGANIZATION AND INSTALLATION 987th Messkit Repair Company, Ft Hood, TX	
e. SIGNATURE (All copies) <i>Iam A. Commander</i>		f. DATE SIGNED (YYYYMMDD) 20021002					

DD FORM 553, DEC 1999

PREVIOUS EDITION IS OBSOLETE.

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19. REMARKS (List peculiar habits and traits of character; unusual mannerisms and speech; peculiarities in appearance; clothing worn; aliases (names); marks and scars; tattoos; facial characteristics; complexion, posture; build, other SSN's used by individual; or other data that may assist in identification. List known facts, e.g., armed and dangerous, drug user, suicidal tendencies, guards are needed, etc.)

3 inch scar on left cheek

tattoo of eagle on right arm

previous conviction for assault of a noncommissioned officer

previously convicted of drug abuse

INFORMATION

1. AUTHORITY TO APPREHEND.

a. Any civil officer having the authority to apprehend offenders under the laws of the United States, or of a State, territory, commonwealth, possession, or the District of Columbia may summarily apprehend deserters from the Armed Forces of the United States and deliver them into custody of military officials. Receipt of this form and a corresponding entry in the FBI's NCIC Wanted Person File, or oral notification from military officials or Federal law enforcement officials that the person has been declared a deserter and that his/her return to military control is desired, is authority for apprehension.

b. Civil authorities may apprehend absentees (AWOL's) when requested to do so by military authorities.

2. PAYMENT OF REWARD OR REIMBURSEMENT FOR EXPENSES.

a. **Rewards.** Receipt of this form, or oral or written notification from military authorities or Federal law enforcement officials, prior to apprehension of the individual, that the person is an absentee and that his/her return to military control is desired will be considered as an offer of reward. Persons or agency representatives (except salaried officers or employees of the Federal Government or servicemembers) apprehending or delivering absentees to military control are authorized:

(1) Payment for apprehension and detention of absentees until military authorities assume custody; or

(2) Payment for apprehension and delivery of absentees to a military installation.

b. **Reimbursement for Expenses.** Reimbursement may be made for actual expenses incurred when conditions for payment of a reward cannot be met. If two or more persons perform these services, payment will be made jointly or severally, but total payment to all may not exceed prescribed limitations.

c. **Payment.** Payment will be made to the person or agency representative actually making arrest and detention or delivery by the disbursing officer servicing the military facility to which the absentee is delivered and will be in full satisfaction of all

expenses of apprehending, keeping and delivering the absentee. Payment may be made whether the absentee surrenders or is apprehended. Payment will not be made for information leading to apprehension, nor for apprehension not followed by return to military control. Both reward and reimbursement may not be paid for the same apprehension and detention or delivery.

3. INDIVIDUAL CLAIMS HE/SHE IS NOT ABSENT WITHOUT AUTHORITY.

When a detained individual claims that he/she is not absent without leave and does not have the papers to prove his/her claim, the apprehending person or agency representative should communicate directly by the most rapid means available, with the nearest military installation manned by active duty personnel. When necessary, communicate directly (telephone or telegraph) with the Deserter Information Point of the military service concerned.

- | | |
|----------------------------|---|
| a. US Army. | USAEREC, United States Army Deserter Information Point (UDADIP)
8899 East 56th Street
Indianapolis, IN 46249-5301
Telephone collect: Area Code (317) 510-3711 |
| b. US Navy. | Navy Absentee Collection and Information Center (NACIC)
2834 Greenbay Road
North Chicago, IL 60064
Telephone collect: Area Code (847) 688-2106
(or toll free: 1-800-423-7633) |
| c. US Marine Corps. | Commandant, US Marine Corps
Code POS-40
2 Navy Annex
Washington, DC 20380-1775
Telephone collect: Area Code (703) 614-3248/3376 |
| d. US Air Force. | Headquarters AF Personnel Center (DPWCM)
550 C Street West, Suite 14
Randolph AFB, TX 78150-4716
Telephone collect: Area Code (210) 566-3752
(or toll free: 1-800-531-5501) |

NOTES:

1. For use only when a servicemember fails to report to a gaining unit of assignment during a permanent change of station.
2. For use only when statement is executed outside the United States, its territories, possessions and commonwealths.

DD FORM 553 (BACK), DEC 1999

USAPA V1.00



6. Finalize the commander's inquiry initiated on AWOL Day 1 tasks by having the Provost Marshal's Office stamp it (see step 8 below).

7. Notify the deserter's next of kin by a second Commander's letter informing the NOK of the soldier's DFR status. This letter informs the NOK that the deserter has been dropped from the rolls of the organization as a deserter and that their assistance is requesting in urging the soldier to return to military control, if they know of the whereabouts. It also instructs the NOK, if they are military ID card holders, to surrender their ID cards.



DEPARTMENT OF THE ARMY

987th Messkit Repair Company
115 Any Road
FORT HOOD, TEXAS 76544-5016

REPLY TO
ATTENTION OF

October 3, 2002

Office of the Commander

Mother and Father Gone
999 Hogpen Road
Podunk, AL 98765

Dear Mother and Father Gone

I refer to my letter of September 11, 2002 in which I informed you that PFC Joe B. Gone had been absent without leave from this organization since September 2, 2002. Regrettably, he has been dropped from the rolls of this organization effective on 2 October 2002. Regulatory requirements dictate that he also be administratively classified as a deserter from the United States Army. Additionally, civilian and military law enforcement agencies have been notified of PFC Gone's status and have been requested to apprehend him, per regulatory requirements. Unfortunately, spouse/family members of military personnel classified as deserters are not eligible for post exchange, commissary medical care, or other military privileges.

(Include the following paragraph if next of kin are military identification card holders.)

Therefore, you are requested to return your Uniformed Services Identification and Privilege Card(s), DD Form(s) 1173. A postage-free, preaddressed, envelope is enclosed for this purpose.

If you know the whereabouts of PFC Gone, please urge him to return to military control without delay.

Sincerely,

I AM A COMMANDER
Captain, US Army
Commanding



8. The following ORIGINAL documents must be taken to the Provost Marshal's Office (PMO) for review. Documents are reviewed by PMO on the spot and the DD Form 553 is issued a CRC control number. All documents will be stamped by the PMO after review. This stamp is necessary before the documents are accepted by the servicing PSB:

- a. DA Form 4187 (AWOL to DFR)
- b. DD Form 458 (Charge Sheet)
- c. DD Form 553 (Absentee/Deserter Wanted by the Armed Forces)
- d. Commander's Inquiry results

Just to Recap Day 1 of DFR

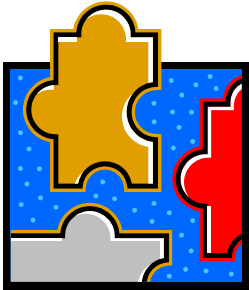
DFR DAY 1	X
1. DA Form 4187, AWOL to DFR prepared?	
2. DFR transaction submitted via SIDPERS?	
3. S2 revoked security clearance, if applicable?	
4. DD Form 458 prepared in triplicate?	
5. DD Form 553 prepared?	
6. Commander's Inquiry finalized?	
7. Cdr's Letter mailed to NOK identifying DFR status?	
8. Following documents taken to the PMO for stamp? a. DA Form 4187 (AWOL to DFR) original + 3 copies b. DD Form 458 - original c. DD Form 553 - original d. Commander's Inquiry - original	



Day 2 of DFR

On Day 2 of the soldier being DFR'd, you must complete the DFR packet and forward to the Bn S1, who will forward to the servicing PSB. The PSB will NOT accept the DFR packet unless the DA Form 4187 that takes the soldier from AWOL to DFR is stamped by Finance. The PSB will then forward the completed packet to USADIP. The complete DFR packet includes the following paperwork:

1. DD Form 458 (Charge Sheet) – original
2. Results of Commander's Inquiry – original findings
3. DA Form 4187's:
 - a. PDY to AWOL – original
 - b. AWOL to DFR – original
4. DD Form 553 (Deserter/ Absentee Wanted by the Armed Forces) – original
5. DD Form 137 (Installation Clearance Record) – original
6. DA Form 268 (Report of Suspension of Favorable Personnel Action) – original
7. Medical Record obtained when clearing the soldier
8. Dental Record obtained when clearing the soldier
9. Commander's Next of Kin letters (copies of the two letters sent on Day 10 of AWOL and Day 1 of DFR)
10. Inventories of clothing and military/personal property
11. Memorandum from the Bn S2 revoking the soldier's security clearance, if applicable



The soldier's commander (IAW AR 630-10, Para 1-4(k)) is responsible for ensuring that the following four key documents are faxed ([DSN 536-3730](#)) to the Chief, USADIP within 48 hours after the soldier has been Dropped from the Rolls (DFR):

1. DA Form 4187, PDY to AWOL
2. DA Form 4187, AWOL to DFR
3. DD Form 458
4. DD Form 553

These documents do not generate a warrant for arrest nor do they constitute an entry into the National Crime Information Database (NCIC). Faxing these documents alerts USADIP that a deserter packet is forthcoming. By the way, entry into the NCIC and the issuance of a warrant is **NOT** accomplished **UNTIL** the completed DFR packet is received by USADIP.



Ensure a copy of the DA Form 4187, AWOL to DFR, is provided to finance.

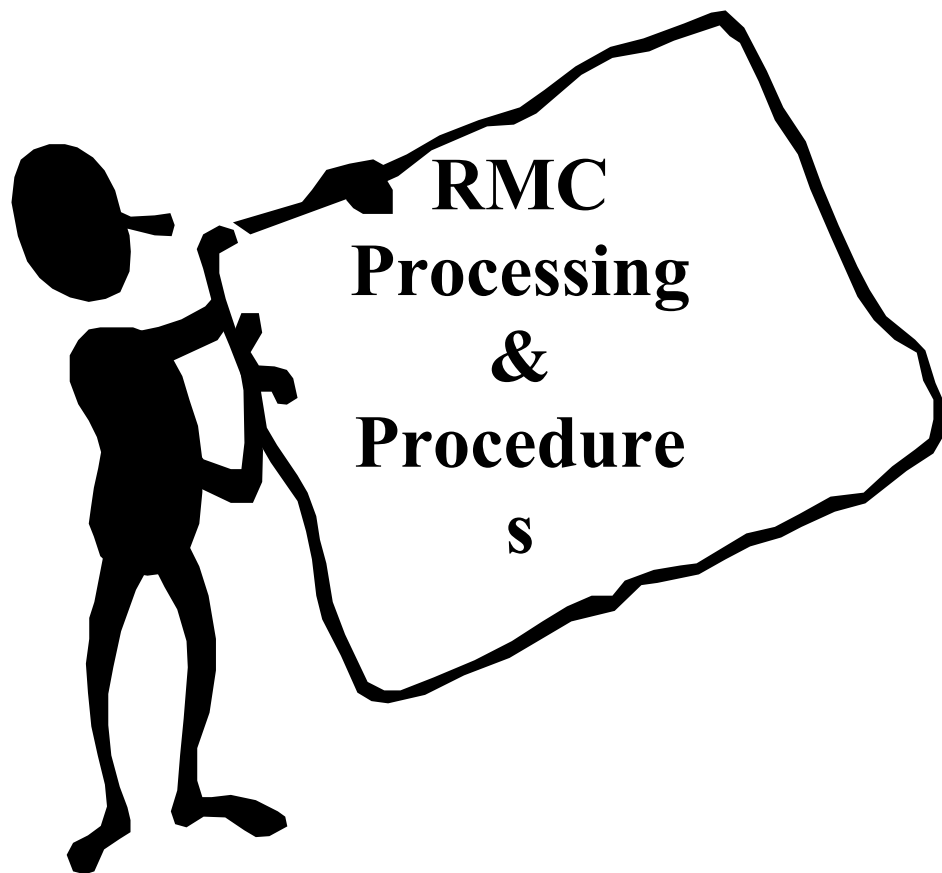
You must also ensure that the completed packet is turned into your servicing PSB within 48 hours of reporting the soldier dropped from rolls. The PSB will review to ensure all appropriate and required documents are included, and will forward the packet, along with the soldier's MPRJ (Military Personnel Record Jacket/201 file) to USADIP. The PSB will not accept the DFR packet unless the DA Form 4187 has been stamped by finance first.

Just to Recap Day 2 of DFR

DFR DAY 2	X
<p>1. Is the DFR completed with the following:</p> <ul style="list-style-type: none"> a. DD Form 458 - original b. Original findings of results of Cdr's Inquiry c. Original DA Form 4187s <ul style="list-style-type: none"> 1. PDY to AWOL 2. AWOL to DFR d. DD Form 553 - original e. DD Form 137 - original f. DA Form 268 - original g. Medical Records h. Dental Records i. Copies of both letters sent to NOK j. Clothing and military/personal property inventories k. Memo from Bn S2 revoking security clearance 	
<p>2. Have you faxed the following to USADIP?</p> <ul style="list-style-type: none"> a. DA Form 4187, PDY to AWOL b. DA Form 4187, AWOL to DFR c. DD Form 458 d. DD Form 553 	
<p>3. Has the DA 4187 been taken to finance? (AWOL to DFR)</p>	
<p>4. Take completed DFR packet to your PSB within 48 hrs.</p>	

RETURNED TO MILITARY CONTROL

You've done all the work to process a soldier AWOL and DFR. The DFR packet has been properly forwarded to all specified agencies and it has been turned into USADIP, as required by regulation. There are mandatory procedures that must be followed when a DFR soldier is returned to military control. The new Department of the Army policy is very specific on what actions are required.



RETURNED TO MILITARY CONTROL AT OTHER INSTALLATIONS or APPREHENDED BY CIVILIAN AUTHORITIES WITHIN FORT HOOD'S AREA OF RESPONSIBILITY

The return of absentees to military control is a command responsibility. When absentees surrender or are apprehended off Fort Hood, the following procedures apply:

1. When deserters are apprehended or surrender within Fort Hood's AOR, or in another installation's AOR, commanders and provost marshals must strive to ensure the most efficient and economical means are used to return the absentees to their parent unit.
2. Coordination between provost marshals at different installations is essential to minimize the use of escorts when a deserter is apprehended at another installation's AOR and the soldier is considered a flight risk. The PMO that has custody of the RMC soldier can accomplish this by placing the soldier on a non-stop flight to the location closest to Fort Hood (could be Austin, Dallas or Houston). This process is a prudent use of resources since unit escorts will only have to travel to Austin, Dallas or Houston.

ESCORTS

1. The use of escorts should be considered if:
 - a. There is a reasonable expectation that the deserter will not comply with instructions to return to their unit (serious flight risk).
 - b. The absentee is pending serious criminal charges.
 - c. The absentee is a special category absentee, per paragraph 3-3, AR 190-9.
 - d. The absentee is in the custody of a civilian law enforcement agency that will not assist in processing the absentee's paperwork by mail, fax or similar means.
2. Noncommissioned officers from the soldier's parent unit should be used when law enforcement personnel determine that an escort is required.
3. The fund site for units performing escort duty will be obtained from the AWOL/DFR Apprehension Section of the PMO. The unit performing escort duty prepares temporary Duty (TDY) orders. Transportation request to recover RMC personnel will be completed IAW paragraph 3d, Appendix O, Defense Transportation Regulation (DTR) 4500.9-R.





WITHIN 48 HOURS AFTER RETURNED TO MILITARY CONTROL...

1. Deserters returning to military control must be reported immediately to the Provost Marshal's Office if they return to military control at the unit from which they deserted. If they surrender directly to the PMO, the unit will be notified to pick the soldier up. If the soldier surrenders directly to the unit, the soldier does not necessarily need to be escorted to the PMO – the unit can submit the appropriate DA Form 4187 (see #3 below) to the PMO. This suffices as official notification to the PMO.

2. Notification to the PMO is essential because it accomplishes two important actions:

- a. The PMO will make notification to USADIP, who will then remove the Federal Fugitive Arrest Warrant from the National Crime Information Center (NCIC) database.
- b. The notification will generate the return of the 201 file, medical and dental records, and the original DFR packet. These documents are returned to the servicing PSB and can be used for possible UCMJ action.

3. The battalion S1 prepares a DA Form 4187 changing the soldier's duty status. Depending on the specifics of where the soldier surrendered or was apprehended, the initial DA Form 4187 may reflect the duty status as Dropped from Rolls (DFR) to Returned to Military Control (RMC). Soldiers are considered RMC when:

- a. They surrender to military authorities.
- b. They are delivered to military authorities
- c. They are apprehended by civilian law enforcement and a military detainer has been lodged against the individual
- d. The deserter is receiving care in a civilian medical treatment facility and cannot be immediately transferred to a military facility.



The deserter's duty status will reflect DFR to PDY only if they surrender directly to their previous unit of assignment.

Since several variations, including confined by civil authorities, are possible on returning deserters, consult AR 600-8-6 for specific details. You could have as many as five DA Form 4187s taking the soldier from DFR to Returned to Military Control. The original DA Form 4187 duty status change must be submitted to the PMO so that the desertion case can be closed. The PMO will stamp the DA Form 4187, which will later be used to submit a Request for Orders (RFO) for the soldier returning. Ensure copies of the DA Form 4187(s) are provided to the supporting PSB and Finance Battalion.



4. The battalion S1 submits a Return from DFR transaction. If the soldier was classified as a deserter on SIDPERS for 130 days or less, the inactive record will still be on SIDPERS and no temporary record will be created. The SIDPERS Hot Keys for submitting this transaction are: <A> <U> <D>. If the soldier has been a deserter on SIDPERS for more than 130 days, the SIDPERS clerk will be prompted to enter the SSN and last name, followed by the question “Do you want to create a temporary record?” Reply “YES” and manually input the following data:

- a. Name
- b. Rank
- c. Date of Rank (DOR)
- d. Gaining UIC
- e. Sex
- f. PMOS
- g. ETS
- h. Service Component
- i. Arrival Date

This transaction will retrieve all the soldier’s data that is in an inactive status at TAPDB.



Do not submit a Revocation of DFR transaction on SIDPERS unless the original DFR was erroneous. The revocation of DFR transaction will treat the incident as if it did not occur. Additionally, do NOT submit an arrival transaction. An arrival transaction will process locally but will not update TAPDB. Any questions concerning SIDPERS should be addressed to the servicing PSB for your unit.

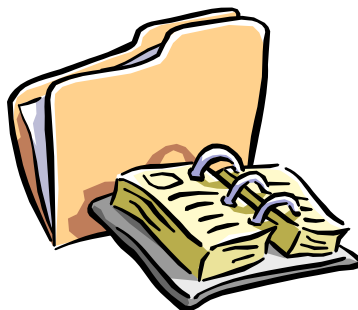
PSB points of contact are:


15th PSB: 287-9301

502d PSB: 287-1705

546th PSB: 288-6515

5. A DA Form 2446 (Request for Orders) must be prepared for the soldier. The RFO and a copy of the DA Form 4187 returning the individual from DFR status must be forwarded to the Installation Deserter Control Officer (IDCO). The RFO and DA Form 4187 (with the PMO stamp on it) may be faxed to 287-2207 or hand carried to the III Corps AG, Bldg 1001, ATTN: FOD. The IDCO will produce the order and will email it back to the individual requesting the order. Courtesy copies can be provided to other email addresses if they are provided in the original fax. An example of a RFO is on the next page.



REQUEST FOR ORDERS		DATE OF REQUEST
For use of this form, see AR 310-10; the proponent agency is PERSCOM		22 November 2002
TO: Commander III Corps and Ft Hood ATTN: Installation Deserter Control Officer Ft Hood, TX 76544	FROM: Commander 987th Messkit Repair Company Ft Hood, TX 76544	
TITLE OF FORMAT ASSIGNMENT - INDIVIDUAL RETURNED TO MILITARY CONTROL AFTER BEING DROPPED FROM THE ROLLS		
STANDARD NAME LINE GONE, JOE B. 111-22-3333 PFC 987th Messkit Repair Company (WABCDE) Ft Hood, TX 76544		
LEAD LINE	VARIABLE INFORMATION	
Assigned to:	987th Messkit Repair Company (WABCDE) Ft Hood, TX 76544	
Effective date:	21 November 2002	
Additional Instructions:	NA	
FOR ARMY USE:		
DFR of:	987th Messkit Repair Company (WABCDE) Ft Hood, TX 76544	
Component:	RA	
Place and Date Returned to Military Control:	Fort Hood, TX 21 November 2002	
MDC:	NZE2	
FORMAT:	426	
DISTRIBUTION: Unit Battalion PMO Your PSB Your Finance Battalion Your MSC G-1 or Sep Bde S-1	<p>1. Request for orders may be faxed to 287-2207. Include a return fax number if requesting orders be faxed back. Orders will be scanned and emailed back to requester. Orders can be emailed to additional individuals if names/email addresses are provided.</p> <p>2. Fax along with the RFO all DA Forms 4187 pertaining to the soldier's return to military control from the date the soldier surrendered or was apprehended until he/she is present for duty in the unit.</p>	
REQUESTER'S NAME AND TELEPHONE EXCHANGE/AUTOVON, PLUS EXTENSION (Type or Print) I AM A COMMANDER, CPT, IN, COMMANDING	SIGNATURE 	

6. Escort the soldier to the servicing PSB for the following actions:

- a. Issuance of temporary ID Card for 30 days.
- b. Preparation of DD Form 93/SGLV.
- c. Temporary 201 file (MPRJ) will be created pending the arrival of the original MPRJ return from USADIP.
- d. Preparation of the DA Form 1506, Statement of Service. The DA Form 1506 adjusts the soldier's BASD (Basic Active Service Date), BESD (Basic Enlisted Service Date), PEBD (Pay Entry Basic Date), DOR (Date of Rank) and ETS (Expiration Term of Service) date. In order for the PSB to prepare the DA Form 1506, the following documents must be provided to the PSB at this time:

1. DA Form 4187, PDY to AWOL
2. DA Form 4187, AWOL to DFR
3. DA Form 4187, DFR to PDY/RMC/CCA (as appropriate)
4. Return from DFR order format 426 (the IDCO prepares this order for you in step 5 above)



NOTE: The adjusted BASD, PEBD and BESD can only be updated by finance. Adjustments to the ETS date can only be updated by Retention. It is imperative that once a completed DA Form 1506 is returned to the soldier, that a copy is hand-carried to the servicing finance battalion as well as the unit's Retention NCO.

7. The servicing finance office must be provided all pertinent documents in order to start pay, allowances and entitlements. (Do not depend on SIDPERS to update finance.) All soldiers who return from AWOL/DFR to their Unit on Fort Hood WILL BE PAID one third (1/3) of their current monthly pay and allowances in lieu of a Health and Comfort Payment with the remaining two thirds (2/3) used to offset any debts accumulated prior to their going AWOL. Provide finance the following documents:

- a. DA Form 4187, PDY to AWOL
- b. DA Form 4187, AWOL to DFR
- c. DA Form 4187, DFR to PDY/RMC/CCA (as appropriate and stamped by PMO)
- d. Return from DFR order format 426 (the IDCO prepares this order for you in step 5 above)
- e. DA Form 1506 completed by the servicing PSB

8. Military Clothing, if needed by the RMC soldier, will be made at the soldier's expense per paragraph 3-10b(2), AR 700-84, Issue and Sale of Military Clothing. Paragraph 3-10c(1) addresses deserters RMC whose retention is in a no-pay status pending discharge. Soldiers in this category will be issued used, serviceable clothing. Ensure clothing is recovered when the individual is discharged from the Army. DA Form 3078 (Personal Clothing Request) can be used for issuance of uniform items through the Clothing and Sales Store. The unit will prepare the DA Form 3078 and take it to the servicing finance for an official finance stamp and signature. The servicing finance office will stamp the form, sign it and identify the appropriate DSSN #. The unit then escorts the soldier and

the DA Form 3078 to Clothing and Sales to obtain the appropriate uniforms. The unit must also ensure that there is a valid DA Form 7000 (signature card) on file with Clothing Sales before any uniforms will be issued. This form is obtained through the unit S4 and the company commander selects items the deserter is to be issued.

9. Legal. Commanders should consult with their unit's legal advisor when determining the appropriate adverse action regarding an AWOL or DFR soldier returning to military control and consider the full range of administrative, non-judicial, and judicial action available to them. In determining an appropriate disposition, unit commanders should consider all the facts and circumstances surrounding the soldier's AWOL/DFR as well as the soldier's previous performance and any previous misconduct. Consult with the unit's legal advisor to determine whether confinement pending courts martial (pre-trial confinement) is appropriate and what the requirements are

As a recommendation, we suggest the following actions take place to ensure the soldier that is returned to military control is processed as quickly and accurately as possible. We know your time is valuable and hope our suggestions assist you in this process...

1. Have your S1 Officer or NCOIC begin the paperwork trail immediately by:
 - a. Preparing the DA 4187 returning the soldier to RMC
 - b. Have the S1 take the DA 4187 to the PMO to get it stamped
 - c. Take the DA 4187 (stamped by PMO) to finance to get the soldier's pay started (takes 72 hours to get the pay started)
 - d. Prepare the DA Form 2446 (RFO) and obtain the unit commander's signature; fax the RFO, along with the appropriate DA Form 4187s to the IDCO at 287-2207 in order to obtain orders for the soldier to bring him back onto active duty.
 - e. Have your SIDPERS clerk (in your S1 shop) submit the Return from DFR transaction
2. While the S1 is assisting you in #1 above, have the soldier and his/her escort take a copy of the DA 4187 to the PSB for issuance of a temporary ID card, SGLI/DD Form 93 preparation and the preparation of a temporary 201 file (MPRJ).
3. The unit commander should be notifying the unit's legal advisor for further guidance, and depending on what the disposition is going to be of this soldier (chapter, retain, court martial etc.), the escort/soldier can begin

accomplishing the necessary actions to finalize this status (ie. Begin associated chapter paperwork such as a physical exam etc.)

4. The soldier cannot be issued any uniforms until 72 hours after the DA Form 4187 is taken to finance - this is the time required to ensure the soldier is now in an active pay status on the finance system. Clothing Sales will not provide the soldier any uniforms until finance verifies, via a DA Form 3078, that the soldier is in this active pay status.



Just to Recap Soldiers Returned to Military Control (RMC)

RETURNED TO MILITARY CONTROL	X
1. Have you notified the PMO of the soldier's status?	
2. Has the DA Form 4187 been done? (DFR to PDY/RMC/CCA)	
3. Has the DA Form 4187 been taken to PMO for stamp?	
4. Has the Bn S1 submitted the Return from DFR transaction?	
5. Has the unit submitted a DA Form 2446 (RFO) to the IDCO?	
6. Has the soldier been escorted to the PSB for the following: a. Temporary ID Card b. Temporary MPRJ (201 file) c. DA Form 1506 (Statement of Service) d. Preparation of DD Form 93/SGLV	
7. Has the completed DA Form 1506 been taken to: a. Finance for adjustment of PEBD/BASD/BESD b. Retention NCO for ETS update	
8. Has the finance office been provided the following: a. DA Form 4187, PDY to AWOL b. DA Form 4187, AWOL to DFR c. DA Form 4187, DFR to PDY/RMC/CCA (as appropriate) d. Return from DFR order, Format 426 (prepared by IDCO)	
9. Has the returnee been issued military clothing?	
10. Has the cdr consulted with the unit's legal advisor?	



Your Notes Page....